

Dhia Abdulgalil Alhossin

Bachelor of Accounting B.Acc

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Saudi Arabian

Place of residence: Eastern Region,
Tarut Island, Qatif

Address: As sadafah 7116
Tarut 32613- 3827

Gender, date of birth: Male, 14.12.1981

OBJECTIVE

Looking for work place in the business field; where I can apply my skills and knowledge, add more experience to myself and to the others, and add value to the institute.

EDUCATION:

- B.Acc, Accounting.

King Khalid University. Jun, 17, 2007

Saudi Arabia, Abha

Certificates:

- Global Maritime Distress & Safety System (GMDSS)

General Technical & Safety Training Centre Co.

- English as a second language

The University of Winnipeg Continuing. 2009 – April, 2011

Canada, Winnipeg

EXPERIENCES

- Administration assistant

Jan, 2016- Jan, 2020

Davita Health Care Co.

Riyadh, Saudi Arabia, Headquarter (2016), Qatif Dialyses Clinic (2017-2020)

- Petroleum extraction

2013- 2015.

Shelf Drilling Co.

AL Khobar, Saudi Arabia

- Accounting

Nov 2007 – Mar 2008

AbdulAziz AlFouzan Co.

Dammam - 31451, Saudi Arabia.

Transportation sector

LANGUAGES

Arabic and English

SOCIAL SKILLS

Supervising and managing some of social and cultural activities in the English language program (ELP), Good level in relationship with various people from different nationalities, I did voluntary work for the ELP helping a teacher in teaching English for the foundation classes.

LATEST JOB DUTIES

- Arrange Team vacations and sickleaves.
- Amending and correcting billing/credit problems.
- Maintains accurate accounting of all stock items in the facility.
- Arrange clinic clerical duties (filing, typing....).
- Arrange patients transportation and assists with physician patients' appointments.